

## **ZONING BOARD OF APPEALS**

Village of Cold Spring  
Donald MacDonald, Chairman

Municipal Building  
85 Main Street  
Cold Spring, New York 10516  
Phone: (845) 265-3611  
Fax: (845) 265-1002

### **NOTICE TO APPLICANTS**

No application will be accepted unless it is completed in its entirety. Along with the Zoning Board of Appeal application form, the following items must be established or submitted:

1. Establish a \$500.00 escrow account with the Village of Cold Spring Treasurer as per Village of Cold Spring Code Section 134-25 and 134-28.
2. Copy of denied Building Permit
3. One copy of Certificate of Occupancy, if applicable
4. One copy of the deed. If the applicant is not the owner of the property in question, a letter from the owner confirming his/her approval of the project is necessary.
5. Eight copies of the current property survey (current meaning accurate as it shows the property and all existing building(s), accessory buildings, porches etc. as they exist today) which has been produced by a licensed land surveyor or P.E. and bears his/her stamp or seal.
6. Eight copies of a Proposed Site Plan which would clearly show the following:
  - a. The footprint of the existing building(s), accessory building(s), porches, decks, walls, fences etc. on the parcel. Story heights of all existing buildings would be noted.
  - b. The footprint of what is proposed would be clearly shown. Story heights of all proposed buildings would be noted. The distance of proposed building from the front, side and rear property lines would be noted. These distances would be based upon existing distances noted on your property survey, **not** scaled off the survey.
  - c. Dashed lines indicating the zoning district front, side and rear setbacks as they relate to the property lines and existing proposed construction.
  - d. Notes should indicate the existing parcel area in square feet.

The Proposed Site Plan is the most important document you will submit. It should be clear, precise and show/address all the issues noted above.

7. Eight copies of Proposed Design Plans which would show the following: (see important note #1 below)
  - a. How the proposed plan related to the existing building.
  - b. Proposed building elevations for all sides of existing and proposed which show the height of all flat roofs above grade, the height above grade to mid gable for all gable roofs.
8. Eight copies of a short environmental assessment form. Link provided in the downloadable forms section of the Village website.
9. Eight copies of a Zoning Conformance chart should be filled in for all proposed building addition/footprint expansions. Link provided in the downloadable forms section of the Village website.

Note #1. ZBA is **NOT** interested in seeing construction drawings....It is foolish to spend the time and money to produce them for a proposal the Zoning Board of Appeals may deny. Clear design level drawings are all that is required.

Thank you for your cooperation.

Village of Cold Spring Zoning Board of Appeals

## APPEAL APPLICATION

Appeal No. \_\_\_\_\_

Date \_\_\_\_\_

To the Zoning Board of Appeals, Village of Cold Spring, New York:

I (we) \_\_\_\_\_ residing at  
\_\_\_\_\_ hereby appeal to the  
Zoning Board of Appeals from the decision of the Village of Cold Spring Building  
Inspector, on application for \_\_\_\_\_  
dated \_\_\_\_\_ 20\_\_\_\_,  
whereby the Building Inspector ☐ Granted ☐ Denied

☐ a Building Permit ☐ Certificate of Occupancy

1. Location of the Property \_\_\_\_\_

2. Zoning District of Property \_\_\_\_\_

3. Names and addresses of adjoining property owners: (Including those across  
the street)

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4. Provisions of the Village of Cold Spring Zoning Law involved. (Give article,  
section, subsection and paragraph by number. Do not quote the ordinance):

5. Appeal is made for

- ☐ An Interpretation of the Zoning Law or Map.
- ☐ A Special Permit under the Zoning Law or Map.
- ☐ A Variance to the Zoning Ordinance or Map.

7. Previous appeal. (If there has been a previous appeal set forth the number  
and date thereof, the relief sought and the decision thereon):

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8. Reason for appeal. (Complete only that part, which relates to type of appeal checked above. Use extra sheets if needed):

a. INTERPRETATION of the Village of Cold Spring Zoning Law or map is requested.

(1) The reason the interpretation is sought is:

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(2) An exact statement of the interpretation claimed is:

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b. A SPECIAL PERMIT is requested.

(1) The reason the permit is sought:

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(2) An exact statement of the use for which the permit is sought:

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(3) The facts showing the use is one permitted as a "special use" by the law and the ability of the applicant to comply with the conditions laid down in the law for the grant of a special use permit.

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c. VARIANCE to the Village of Cold Spring Zoning Law is requested:

1. An exact statement of the details of the variance sought is:

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2. The grounds on which the claimed variance should be granted are:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please obtain from the Village Clerk at the Village Office, Cold Spring, New York, a copy of the Zoning Law and Zoning Map and review it before submitting the application and before presenting evidence at the hearing. Be prepared to present facts showing the reasons why the Zoning Board of Appeals should grant the application you are making.